



Franklin City Council Agenda
September 14, 2020
Camp Community College Workforce Development Center
100 North College Drive
Franklin, Virginia 23851

7:00 P.M.
Regular Meeting

CALL TO ORDER. MAYOR FRANK M. RABIL
PLEASE TURN OFF CELL PHONES. MAYOR FRANK M. RABIL
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

- A. Approval of August 24, 2020 regular meeting minutes
- B. Introduction of New Employees- Franklin Police Department
- C. July Departmental Reports (Sent as Separate Document)

2. FINANCIAL MATTERS

- A. School Budget Amendments #2020-18 & #2021-4
- B. FY20 Financial Year in Review

3. OLD/ NEW BUSINESS:

- A. Memorial Park Monument Discussion
- B. Personnel Policies
- C. Proposed No Truck Ordinance
- D. Briefing on Rezoning Application
- E. City Manager's Report
 - a. USDA Grant Application
 - b. Disposition of Police Vehicles
 - c. Authorization of Assistant to the City Manager
 - d. Council and Budget Calendar Discussion

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, to discuss appointments to boards and commissions, to discuss the following subject or subjects: Virginia Alcohol Safety Program, Beautification Commission, Industrial Development Authority, and Social Services Advisory Board; and

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on September 14, 2020; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

6. **ADJOURNMENT**

The Franklin City Council held a Regular City Council Meeting on August 24, 2020 at 7:00 p.m. in the conference room of the Camp Community College Workforce Development Center.

Council Members in Attendance: Frank Rabil, Mayor; Bobby Cutchins, Vice-Mayor Councilman Linwood Johnson; Councilwoman Wynndolyn Copeland, Councilman Gregory McLemore; Councilman Ray Smith and Councilman Mark R. Kitchen

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, Recording Minutes

Other Staff in Attendance: Steve Patterson, Chief of City of Franklin Police Department; Robert Porti, Deputy Chief of City of Franklin Police Department; Patrick Wilson, Lieutenant of the City of Franklin Police Department; Vernie Francis, Chief of Emergency Services; Gerald Griffith, Deputy Chief of Emergency Services Department; Sammara Green-Bailey, Director of Parks & Recreation Department; Steve Newsome, Information Technology Specialist and Russ Pace, Director of Public Works

Call to Order

Mayor Frank Rabil called the August 24, 2020 regular City Council meeting to order at 7:00 p.m.

Citizen's Time

There were no speakers for Citizen's Time.

Amendments to Agenda

There were no amendments to the agenda.

Consent Agenda

Approval of August 10, 2020 Regular Meeting Minutes

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the August 10, 2020 Regular City Council meeting.

There being no additions or corrections to the minutes from the August 10, 2020, regular City Council meeting Mayor Rabil asked for a motion of approval.

Councilman Linwood Johnson made a motion to approve the minutes from the August 10, 2020 regular City Council meeting. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 7-0.

Approval of August 17, 2020 School Board Interview

Mayor Frank Rabil asked if there were any additions of corrections to the minutes from the August 17, 2020, School Board interview.

There being no additions or corrections to the minutes form the August 17, 2020, School Board interview, Mayor Rabil asked for a motion of approval.

Councilman Ray Smith made a motion to approve the minutes from the August 17, 2020, School Board interview. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 6-1.

The motion was as follows:

| | |
|--------------------------------|--|
| Mayor Frank Rabil | AYE |
| Vice-Mayor Bobby Cutchins | AYE |
| Councilman Linwood Johnson | AYE |
| Councilman Wynndolyn Copealand | AYE |
| Councilman Gregory McLemore | ABSTAINED DUE TO BEING ABSENT FROM THE MEETING |
| Councilman Ray Smith | AYE |
| Councilman Mark R. Kitchen | AYE |

June Departmental Reports (Separate File)

Mayor Frank Rabil asked if there were any questions concerning the June Departmental Reports.

There were no questions concerning the June Departmental Reports

Old / New Business

Ward 3 & Ward 6 School Board Appointments

Background Information

The term for the Ward 3 seat on the City of Franklin School Board ended on June 30, 2020. The first public hearing for this seat was conducted at the Franklin City Council meeting on June 8, 2020. Interviews of those nominated were conducted on June 15, 2020 and June 22, 2020. An additional public hearing was conducted on July 13, 2020, and interviews were held on July 20, 2020 and July 27, 2020.

In addition, the Ward 6 seat became vacant due to the resignation of Ms. Banks leaving a three-year term remaining. The latest public hearing for this seat was held on August 10, 2020, with an interview being conducted on August 17, 2020.

Mayor Frank Rabil asked if there was any desired action from Council concerning the Ward 3 School Board appointment.

Ward 3

Councilman Linwood Johnson made a motion to consider Tonya Smith for the Ward 3 School Board seat. He added she is a mother and she has an interest in the City. The motion was seconded by Councilman Ray Smith.

The motion carried the vote by 5-2.

The motion was as follows:

| | |
|---------------------------------|-----|
| Mayor Frank Rabil | AYE |
| Vice-Mayor Bobby Cutchins | AYE |
| Councilman Linwood Johnson | AYE |
| Councilwoman Wynndolyn Copeland | AYE |
| Councilman Gregory McLemore | NAY |
| Councilman Ray Smith | AYE |
| Councilman Mark R. Kitchen | NAY |

Ward 6

Mayor Frank Rabil asked if there was any desired action from Council concerning Ward 6 School Board appointment.

Councilman Mark R. Kitchen made a motion to consider Jerry McCreary for the Ward 6 School Board seat. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Memorial Park Monument Removal Public Hearing

Background Information

Earlier this year Governor Ralph Northam, signed a law allowing individual localities to remove, relocate or contextualize Confederate statues and monuments within their communities. Localities can begin using these powers starting July 1, 2020. Prior to removing, relocating, contextualizing, or covering any such publicly owned monument or memorial, the local governing body shall publish notice of such intent in a newspaper having general circulation in the locality. The public notice ran on July 29, 2020 in the Tidewater News. After the completion of the hearing, the governing body may vote whether to remove, relocate, contextualize, or cover the monument or memorial. If the governing body votes to remove, relocate, contextualize, or cover the monument or memorial, the local governing body shall first, for a period of thirty days, offer the monument or memorial for relocation and placement to any museum, historical society, government, or military battlefield. The local governing body shall have sole authority to determine the final disposition of the monument or memorial.

A locality may, prior to initiating the provisions of subsection B, petition the judge of a circuit court having jurisdiction over the locality for an advisory referendum to be held on the question of the proposed to remove, relocate, contextualize, or cover any monument or memorial located on the locality's public property. Upon the receipt of such petition, the circuit court shall order an election to be held thereon at a time that is in conformity with §24.2-682. The ballots shall be prepared distributed, and voted, and the results of the election shall be ascertained and certified, in the manner prescribed by §24.2-684.

The governing body may appropriate a sufficient sum of money out of its funds to complete or aid in the erection, removal, relocation, contextualizing, or covering of monuments of memorials to the veterans of such wars or conflicts, or any engagement of such wars or conflicts.

Mayor Frank Rabil informed everyone in attendance that every citizen that wished to speak, would have three minutes to give their opinion. He added that City Council's purpose was to listen and hear what the citizen's thoughts were concerning the monument located at Memorial Park. It is not our intent nor has it been to take any action tonight.

Mayor Rabil opened the Public Hearing.

Public Hearing Speakers

Speaker 1

Carla Scott Sumblin resides at 408 South High Street, Franklin, Virginia 23851; she is in favor of removing the monument located at Memorial Park located on Clay Street. Her primary concern was that the Confederate Flag is located on the back of the Monument which she believes resembles a sign of hate. She expressed her desire to relocate it to a cemetery.

Speaker 2

Peter W. Helms resides at 906 Kimberly Drive, Franklin, Virginia 23851; he is in favor of not relocating the monument located at Memorial Park located on Clay Street. He expressed his desire for the community to take this unique opportunity to show other localities that the City of Franklin can work together and leave the statue where it is. He added that there is an inscription on the monument that reads "Love makes memory eternal", these words do not sound racist. He would rather the City to not spend the City's tax paying dollars to relocate the monument.

Speaker 3

Michael Bradshaw resides at 101 Willis Road, Franklin, Virginia 23851; he is in favor of not relocating the monument located at Memorial Park located on Clay Street. He stated if Council decides to relocate the monument do not use the City of Franklin taxpayer's money. He suggested to collect donations from individual sources that want the monument relocated.

Speaker 4

Sabrina Wellington resides at 908 Walnut Street, Franklin, Virginia 23851; she is in favor of relocating the monument located at Memorial Park located on Clay Street.

Speaker 5

Ricky Sykes resides at 421 Morton Street, Franklin, Virginia 23851; He is in favor of relocating the monument located at Memorial Park located on Clay Street. He stated the memorial represents aggression to some citizens therefore; it should be relocated.

Speaker 6

Ed Mattucci resides at 1424 Clay Street, Franklin, Virginia 23851; he is not in favor of relocating the monument located at Memorial Park located on Clay Street. He stated he has not seen or heard any negative statements or actions toward the monument.

Speaker 7

Volpe Boykin; he stated he was not only speaking for himself but also on the behalf of C. Earl Blythe of 104 Woodland Circle, Franklin, Virginia 23851; they are both not in favor of not relocating the monument located at Memorial Park on Clay Street. He added if the City of Franklin can afford to remove the monument to appease some citizens, then the City of Franklin can afford to relocate it to appease the other citizens.

Speaker 8

Jerry McCreary resides at 508 North High Street, Franklin, Virginia 23851; he is not in favor of relocating the monument located at Memorial Park located on Clay Street. He stated the monument is a lifeless rock, we have given it the power that it holds. The monument has been erected to honor those soldiers that gave their life for their country and those sacrifices should not be forgotten.

Speaker 9

Edward Sumblin resides at 408 South High Street, Franklin, Virginia 23851; he is in favor of relocating the monument located at Memorial Park on Clay Street to a local cemetery.

Speaker 10

James Howell resides at 31238 Sycamore Church Road, Franklin, Virginia 23851; he is not in favor of relocating the monument located at Memorial Park on Clay Street. He stated the monument should stand as a remembrance and a reminder of all the soldiers that gave their life for this country and this country should never have to go through that type of contest again. He added he resents the fact that a group of people would denigrate those bodies that are so valuable to him and others like him.

Speaker 11

Terrence Johnson resides at 1367 Carrsville Highway, Franklin, Virginia 23851; he is in favor of relocating the monument located on Clay Street. He stated he was there to appeal to the conscience of City Council to have the monument relocated to a cemetery and take this as an opportunity for the community to heal from the old wounds that this monument represents.

Speaker 12

Ed Whitley reside in Newport News, Virginia; he is not in favor of relocating the monument located at Memorial Park on Clay Street.

Speaker 13

She is in favor of removing the monument located at Memorial Park on Clay Street. She stated it is not that they are fighting over a piece of stone but what it represents. She added the City does not have to dismantle the monument but relocate it so it is not in the park where the taxpayers have to go and be reminded of what it represents.

Speaker 14

Jesse Evans resides at 305 Washington Street, Franklin, Virginia 23851; he is in favor of relocating the monument located at Memorial Park on Clay Street.

Speaker 15

Robert Darden resides at 19031 Lakeside Drive, Courtland, Virginia 23837; he informed Council that his father, Russell Darden was a local historian. He stated he loves the City of Franklin and is proud of the City. He asked the City of Franklin to not relocate the monument located at Memorial Park located on Clay Street. He added if Council decides to move it, then relocate it to the Poplar Springs Cemetery.

Speaker 16

Ariel Shebate resides in Suffolk, Virginia; she is not in favor of relocating the monument located at Memorial Park on Clay Street.

Speaker 17

Frank Earnest resides in Virginia Beach, Virginia; he is not in favor of relocating the monument located at Memorial Park on Clay Street.

Speaker 18

Jim Beale resides at 822 Clay Street, Franklin, Virginia 23851; he is not in favor of relocating the monument located at Memorial Park on Clay Street.

Speaker 19

Veronica Hook resides at 1213 Clay Street, Franklin, Virginia 23851; she stated she is biracial and she is not in favor of relocating the monument located at Memorial Park on Clay Street. She is concerned about the City having to fund the relocation of the monument.

Speaker 20

Tim Bradshaw resides in Franklin, Virginia 23851; he is the chairman in the Franklin / Southampton Republican Party. He expressed that he wished that City Council consider making this a public referendum.

Speaker 21

Warren Simmons reside at 27511 Southampton Parkway, Courtland, Virginia 23837; he is not in favor of relocating the monument located at Memorial Park on Clay Street. He stated this monument is a tombstone for individuals to come and mourn loved ones that they lost. He added relocating the monument would be like going in a cemetery and destroying a tombstone.

Speaker 22

Lee Hart resides in Suffolk, Virginia; he is not in favor of relocating the monument located at Memorial Park on Clay Street.

Speaker 23

Ellis Cofield, Jr. resides at 28226 Pretlow Road, Franklin, Virginia 23851; he is in favor of relocating the monument located at Memorial Park on Clay Street. He stated he is a local business owner in the City of Franklin, Virginia and he loves the City. The monument does not exemplify racism to him but it does to others. He wants to see the monument where it will be appreciated.

Speaker 24

Mike Armistead is a resident of the southern part of Virginia; he is not in favor of relocating the monument located at Memorial Park on Clay Street.

Speaker 25

Jim Councill, the former Mayor of the City of Franklin, resides at 621 Hunterdale Road, Franklin, Virginia 23851; he is not in favor of relocating the monument located at Memorial Park on Clay Street. He recommended removing all references to the Confederacy on the monument and replacing it with a plaque honoring all who have given their lives for this beautiful country.

Speaker 26

Barry Cheatham, the former Vice-Mayor of the City of Franklin. resides at 135 Bobwhite Lane, Franklin, Virginia 23851; he is not in favor of relocating the monument located at Memorial Park on Clay Street. He recommended making Memorial Park a true memorial park where not just one group of individuals are honored but all are honored.

September 27

Scott Phillips resides at 108 Robinhood Road, Franklin, Virginia 23851; he is in favor of relocating the monument located at Memorial Park on Clay Street. He would like the monument to be relocated to the Poplar Springs cemetery.

September 28

George Wade resides at 321 Crescent Drive, Franklin, Virginia 23851; he is not in favor of relocating the monument located at Memorial Park on Clay Street. He stated everything in the world today is based on World Ideologies.

Mayor Frank Rabil asked if there was anyone else that would like to speak at the public hearing.

There being no more speakers, Mayor Rabil closed the public hearing.

City Manager's Report

City Manager Amanda Jarratt gave City Council the following updates:

General Updates

- The COVID-19 cases in the City of Franklin continue to increase. The City currently has 264 positive cases of COVID-19, 8 hospitalizations and six deaths. The City's positivity rate is 20%. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control. The City is working with the Virginia Department of Health to provide additional testing opportunities in the City on September 8, 2020 and September 21, 2020.
- The final closing documents for the Armory were received the week of August 17, 2020, and were recorded on August 19, 2020. PMA has started the work on the feasibility study.
- Franklin Department of Parks and Recreation completed a successful Summer Jam program on August 21, 2020, with thirty children enrolled throughout the duration of the program.
- Basketball court renovations are underway at City parks.

Community Events

- Franklin Cruise In has restarted on Wednesday afternoons with social distancing being strongly encouraged.
- National Night Out has been rescheduled for October 6, 2020, as a result of COVID-19. Due to the ongoing pandemic and increasing case numbers all activities associated with the evening will be virtual and prerecorded.

Council / Staff Reports on Boards / Commissions

Mayor Frank Rabil asked if any members of Council had any items to report on for Council/Staff Reports on Boards/Commissions.

Councilman Linwood Johnson reported that he had attended a Western Tidewater Regional Jail Meeting and the jail contained 257 Federal inmates and 133 State inmates. The Regional Jail is starting to work on its budget and the parking lot project should be completed by the middle of September.

Closed Session

There being no further topics to discuss Mayor Frank Rabil asked for a motion to go into closed session.

Councilwoman Wynndolyn Copeland moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, to discuss appointments to boards and commissions, to discuss the following subject or subjects: Planning Commission, Board of Equalization, Beautification Commission, Industrial Development Authority, and Social Services Advisory Board, as well as conduct an evaluation of the performance of the City Manager.

The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 7-0.

Motion Upon Returning to Open Session

Councilmember moved that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on August 24, 2020; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Other Actions of Council

Board of Equalization Appointment

Councilwoman Wynndolyn Copeland made a motion to appoint Ronald Rusnak as the alternate for the Board of Equalization.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Planning Commission Appointment

Councilman Ray Smith made a motion to appoint Pastor Anthony Rawlings to the Planning Commission.

The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 7-0.

Race Relations Committee

Councilwoman Wynndolyn Copeland made a motion to appoint Dr. Alvin Harris to the Race Relations Committee.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0,

Adjournment

There being no other topics to discuss Mayor Frank Rabil asked for a motion to adjourn the August 24, 2020 regular City Council meeting.

Councilwoman Wynndolyn Copeland made a motion to adjourn the August 24, 2020 regular City Council meeting.

The motion was seconded by Councilman Linwood Johnson.

The August 24, 2020 regular City Council meeting adjourned at 9:41 p.m.

Clerk to City Council

Mayor

BUDGET AMENDMENT 2020-18

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2019-2020 City Budget is hereby amended to reclassify to align with anticipated annual expenditure amounts.

| | | 2019-2020 | AMENDED | INCREASE |
|------------|-------------------------------------|-------------|-------------|------------------|
| | | BUDGET | BUDGET | (DECREASE) |
| | <i>#1</i> | | | |
| 250 | <u>SCHOOL OPERATING FUND</u> | | | |
| | EXPENDITURES | | | |
| 60000-0001 | Instruction | \$9,314,189 | \$8,762,189 | \$(552,000) |
| 60000-0003 | Pupil Transportation | 536,293 | 748,293 | 212,000 |
| 60000-0004 | Operation & Maintenance Service | 1,838,473 | 1,988,473 | 150,000 |
| 60000-0011 | Technology | 909,589 | 1,004,589 | 95,000 |
| 60000-0254 | Transfer to Textbook Fund | 0 | 95,000 | <u>95,000</u> |
| | | | | \$0 |
| | | | | |
| | <i>#2</i> | | | |
| 252 | <u>SCHOOL CAFETERIA FUND</u> | | | |
| | REVENUE | | | |
| 33010-1000 | Federal School Service | \$728,000 | \$928,000 | \$200,000 |
| 33010-1001 | USDA Commodities | 0 | 49,285 | 49,285 |
| 41050-0100 | Use of Fund Balance | 0 | 97,000 | <u>97,000</u> |
| | | | | \$346,285 |
| | | | | |
| | EXPENDITURES | | | |
| 62000-0100 | Labor Costs | \$411,310 | \$520,310 | \$109,000 |
| 62000-2000 | Food Costs | 386,955 | 546,955 | 160,000 |
| 62000-3000 | Supplies | 56,468 | 77,468 | 21,000 |
| 62000-4000 | USDA Expenses | 0 | 49,285 | 49,285 |
| 62000-5000 | Miscellaneous | 3,400 | (22,600) | (26,000) |
| 62000-6000 | Capital Expense | 0 | 33,000 | <u>33,000</u> |
| | | | | \$346,285 |

*Certified copy of resolution adopted by
Franklin City Council.*

Clerk to the City Council



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: August 17, 2020

RE: Notice of Budget Adjustment (Revised)

The Franklin City School Division requests that the following budget funds be re-classified to align with anticipated annual expenditure amounts.

These adjustments are to budget figures for FY 2020.

| <i>Accounting Use Only</i> | <i>School Account</i> | <i>Amount</i> | <i>City Account</i> |
|--|-----------------------|---------------|---------------------|
| Expense Decrease (Instruction) | 10-61000-1000 | \$552,000 | 240-4-6000-001 |
| Expense Increase (Pupil Transportation) | 10-63000-8100 | \$212,000 | 250-4-6000-0003 |
| Expense Increase (Oper & Maint Service) | 10-64000-8100 | \$150,000 | 250-4-6000-0004 |
| Expense Increase (Technology) | 10-68000-6050 | \$95,000 | 250-4-6000-0011 |
| Expense Increase (Transfer to Textbook Fund) | 10-67200-6030 | \$95,000 | 250-4-6000-0254 |
| | | | |
| Net Effect | | \$0 | |



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
City of Franklin, Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: September 3, 2020

RE: Notice of Budget Adjustment

The Franklin City School Division requests that the following budget funds be re-classified to align with anticipated annual expenditure amounts for the FY 2020.

These adjustments are to FY 2020 CAFETERIA FUND Budget figures.

| <i>Accounting Use Only</i> | <i>School Account</i> | <i>Amount</i> | <i>City Account</i> |
|---|-----------------------|----------------------|---------------------|
| Revenue Increase (Federal School) | 08-10.555 | \$200,000 | 252-3-33010-1000 |
| Revenue Increase (Unexpended fund balance) | | \$ 97,000 | |
| Expense Increase (Cafeteria Labor Costs) | 08-65000-1000 | \$109,000 | 252-4-62000-0010 |
| Expense Increase (Cafeteria Food Costs) | 08-65000-3000 | \$160,000 | 252-4-62000-2000 |
| Expense Increase (Cafeteria Supplies Cost) | 08-65000-3000 | \$ 21,000 | 252-4-62000-3000 |
| Expense Decrease (Cafeteria Miscellaneous) | 08-65000-6000 | (\$ 26,000) | 252-4-62000-5000 |
| Expense Increase (Cafeteria Capital Expense) | 08-65000-8000 | \$33,000 | 252-4-62000-8000 |
| Net Effect | | \$0 | |

This adjustment is to record the annual USDA donated commodities pass through required by VDACS

| <i>Accounting Use Only</i> | <i>School Account</i> | <i>Amount</i> | <i>City Account</i> |
|---|------------------------------------|---------------|---------------------|
| Revenue Increase (USDA Commodities) | 08 10.333 | \$49,285.12 | 252-3-33010-1001 |
| Expense Increase (Cafeteria Food Costs) | 08-9-0-65100-6002- 0010-000-000 | \$49,285.12 | 252-4-62000-2000 |
| Net Effect | | \$0 | |

BUDGET AMENDMENT 2021-4

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2020-2021 City Budget is hereby amended to authorize changes in the School's appropriations of Federal, revenues and to appropriate for use.

| | | 2020-2021 | AMENDED | INCREASE |
|------------|------------------------------|-----------|-----------|------------------|
| | | BUDGET | BUDGET | (DECREASE) |
| 250 | SCHOOL OPERATING FUND | | | |
| | REVENUE | | | |
| 33010-0224 | Pre-School Grant VIB | \$22,803 | \$52,255 | \$29,452 |
| 33010-0230 | Carl Perkins Grant | 46,026 | 114,270 | 68,244 |
| 33010-0273 | NCLB Grant-Title III Part A | 3,556 | 5,597 | 2,041 |
| 33010-0282 | Workforce Opportunity Inc. | 117,618 | 124,018 | 6,400 |
| 33010-0400 | CARES Grant | 0 | 617,639 | <u>617,639</u> |
| | | | | \$723,776 |
| | | | | |
| | EXPENDITURES | | | |
| 60000-0009 | Carl Perkins Act | \$46,027 | \$114,271 | \$68,244 |
| 60000-0015 | Pre-School Act | 22,803 | 52,255 | 29,452 |
| 60000-0031 | CARES Grant | 0 | 617,639 | 617,639 |
| 60000-0034 | Opportunity Inc. | 117,618 | 124,018 | 6,400 |
| 60000-0073 | NCLB Grant-Title III Part A | 3,556 | 5,597 | <u>2,041</u> |
| | | | | \$723,776 |
| | | | | |

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: September 3, 2020

RE: Notice of Budget Adjustment

The Franklin City School Division requests that the following budget funds be re-classified to balance with grants for FY 2021 that have been recently approved.

| <i>Accounting Use Only</i> | <i>School Account</i> | <i>Amount</i> | <i>City Account</i> |
|---------------------------------------|--|---------------|----------------------|
| Revenue Increase (Title III Grant) | 28-84.318 | \$2,040.78 | 250-3-33010-0273 WT3 |
| Expense Increase (Title III Grant) | 28-61000-3000 | \$2,040.78 | 250-4-6000-0073 |
| Revenue Increase (Carl Perkins Grant) | 32-84.04800 \$ 45,901.49 30-84.04800 \$ 22,342.67 | \$68,244.16 | 250-3-33010-0230 WCP |
| Expense Increase (Carl Perkins Grant) | 30-61103-8200 \$ 22,342.67 32-61103-8200 \$45,901.49 | \$68,244.16 | 250-4-6000-0009 |
| Revenue Increase (Opportunity Grant) | 70-84.394A00 | \$6,400 | 250-3-33010-0282 WOI |
| Expense Increase (Opportunity Grant) | 10-64000-8100 | \$6,400 | 250-4-6000-0034 |
| Revenue Increase (Pre-K Fed Grant) | 96-84.173000 \$ 13,882.74 97-84173000 \$ 15,569.00 | \$29,451.74 | 250-3-33010-0224 WPS |
| Expense Increase (Pre-K Fed Grant) | 96-61108-6030 \$ 13,882.74 97-61108-6030 \$ 15,569.00 | \$29,451.74 | 250-4-6000-0015 |
| Revenue Increase (CARES Grant) | 17-84.425 | \$617,638.93 | 250-3-33010-0xxx Wxx |
| Expense Increase (CARES Grant) | See Asst Supt for breakdown | \$617,638.93 | 250-4-6000-0031 |
| Net Effect | | \$0 | |



*Office of the City Manager
Amanda C. Jarratt*

September 10, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: FY 20-21 Overview

Background Information

As you all are aware the Federal, State, and Local State of Emergency was declared on March 13, 2020 as a result of the COVID-19 Global Pandemic. At that point in time all City spending other than spending associated with a law or permit requirement was suspended. In addition, hiring was also suspended other than if it was associated with emergency response to the pandemic. At that point in time, no one had any prediction on impacts to our local revenue sources or what may lay ahead. As you all may recall, the draft FY21 budget was ready for approval and then an additional \$1.1M was cut from the budget in anticipation of negative impacts associated with COVID-19 and the “Stay at Home” Order.

I am pleased to report that due to the proactive actions on behalf of management and City Council we are ending the fiscal year with a surplus of just over \$2.9M. Ms. Spence will outline in the following presentation the revenue streams that were excess of budget and the various areas of vacancy and operational savings.

Also outlined in the presentation are the grant funds that must be carried over as well as department specific carryover requests. A number of projects that were approved were not able to be completed in FY20 due to the pandemic and travel restrictions. The administration is also requesting Council reinstate the 2% cost of living adjustment for City employees to be effective November 1st. Even with these requested commitment of funds the Council will increase the Unassigned Fund Balance by an additional \$1,439,025 for a total of \$6,254,930.25 or 23.67% of the General Fund. The policy requires we maintain a fund balance between 15%-25%.

Needed Action

Consider requested carryover and recommended commitments of the FY20-21 excess funds while still increasing the City of Franklin’s Unassigned Fund Balance to 23.76%.



HIGHLIGHTS – GENERAL FUND
For the period ending June 30, 2020

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the General Fund for the period ending June 30, 2020.

The report contains provisions for revenue and expenditure accruals.

- Reflects 12 months of revenues & expenditures in cases – modified accrual basis of accounting.

Financial Report presentation is consistent with the department's objectives to:

- Report timely, relevant, understandable and accurate financial data
- Promote accountability through monitoring, assessment and reporting.

Revenue Highlights – Tax Collections



- ❑ **Current Real Estate taxes** of \$5.8m are at 99.9% of budget and 11.3% higher than the prior year period. Collections in the 45-day accrual collection period for FY20 are \$180k more than FY19. FY20 included a tax rate increase of approximately \$225k.
- ❑ **Delinquent RE taxes** of \$203k are at 92.5% of budget and 17.9% higher than the prior year period.
- ❑ **Current Personal Property taxes** of \$1.65m are at 107.1% of budget and 4.1% higher than the prior year period.
- ❑ **Delinquent Personal Property taxes** of \$47k are at 133% of budget and 46% lower than prior year period collection of \$86k.
- ❑ **Penalties and Interest** of \$154k are at 110.8% of budget and 7.6% higher than the prior year period.
- ❑ **Public Service Corporation taxes** of \$84k are at 105% of budget and 6.5% higher than the prior year period.

General Property Taxes- Overall BUDGET COMPARISON-Cash Basis

| | 2019-2020 | ACTUAL | BUDGET | 2018-2019 | ACTUAL | BUDGET |
|------------------------------------|---------------------|---------------------|---------------|---------------------|---------------------|--------------|
| REVENUE SOURCE | BUDGET | Current Year | % | BUDGET | Prior Year | % |
| Real Estate Taxes-Current | \$ 5,835,769 | \$ 5,832,253 | 99.9% | \$ 5,710,573 | \$ 5,240,076 | 91.8% |
| Real Estate Taxes-Delinquent | 220,000 | 203,434 | 92.5% | 215,000 | 172,530 | 80.2% |
| Personal Property Taxes-Current | 1,542,200 | 1,650,968 | 107.1% | 1,520,700 | 1,586,122 | 104.3% |
| Personal Property Taxes-Delinquent | 35,000 | 46,665 | 133.3% | 35,000 | 86,539 | 247.3% |
| Machinery & Tools | 20,600 | - | 0.0% | 20,000 | 19,483 | 97.4% |
| Penalties & Interest Taxes | 139,000 | 153,972 | 110.8% | 130,000 | 143,110 | 110.1% |
| Public Service Corporation Taxes | 80,150 | 84,522 | 105.5% | 74,750 | 79,375 | 106.2% |
| GENERAL PROPERTY TAX | \$ 7,872,719 | \$ 7,971,814 | 101.3% | \$ 7,706,023 | \$ 7,327,235 | 95.1% |

| | |
|---------------|--------------|
| Current | \$7,971,814 |
| Prior Year | \$ 7,327,236 |
| Net Change \$ | 644,578 |
| Net Change % | 8.80% |

Local Tax Revenue

Prior Year Comparison

Modified Accrual Basis

| | Meals Taxes | Lodging Taxes | Cigarette Taxes | Sales Taxes | Total |
|---------------|-------------|---------------|-----------------|-------------|-----------|
| Jun-20 | 1,531,440 | 133,484 | 359,057 | 1,946,296 | 3,970,277 |
| Jun-19 | 1,478,018 | 148,234 | 300,133 | 1,738,487 | 3,664,872 |
| Prior Year \$ | 53,422 | (14,750) | 58,924 | 207,809 | 305,405 |
| Prior Year % | 3.61% | -9.95% | 19.63% | 11.95% | 8.33% |

Local Tax Revenue Budget to Actual Comparison

Benchmark – 100%

| | FY 19-20 Budget | 6/30/2020 | % of Budget Realized |
|--------------------------------|---------------------|---------------------|-------------------------|
| Local Sales & Use* | \$ 1,983,000 | \$ 1,946,296 | 98.1% |
| Cigarette Taxes | \$ 356,263 | \$ 359,057 | 100.8% |
| Meals Taxes* | \$ 1,522,500 | \$ 1,531,440 | 100.6% |
| Lodging Taxes* | <u>\$ 160,000</u> | <u>\$ 133,484</u> | <u>83.4%</u> |
| Total Local Tax Revenue | \$ 4,021,763 | \$ 3,970,277 | 98.7% |

*prepared on modified accrual
basis

At the end of the fiscal year, meals tax & cigarette taxes met budget projections. Total local tax revenue budget was short \$51,486.

Revenue & Expenditure Summary – Modified Accrual Basis



General Fund revenue at the end of the period totaled \$26 mil and represented 100% of budget which is \$2.65m greater than the prior year. This is primarily attributable to the \$1.1m EMS SoCo contract, \$640k additional real estate revenue, and \$114k net increase in transfer from Enterprise Funds.



General Fund expenditures at the end of the period totaled \$23.2 mil and represented 87.9% of the total budget; when compared to the prior year period of \$23.4 mil, this is a \$230k decrease.



Net Change in General Fund Balance for FY20: \$2,904,043

Revenue & Expenditure Summary Expenditure Savings Analysis

General Fund FY20 Budgeted Savings:

Vacancy Savings:

| | |
|------------------------|------------|
| <i>Vacancy Savings</i> | 945,700.00 |
|------------------------|------------|

Other Operational Savings:

| | |
|---------------------|------------|
| <i>Public Works</i> | 293,300.00 |
|---------------------|------------|

| | |
|---------------|------------|
| <i>Police</i> | 251,700.00 |
|---------------|------------|

| | |
|------------|------------|
| <i>EMS</i> | 207,200.00 |
|------------|------------|

| | |
|----------------------|-----------|
| <i>City Attorney</i> | 38,500.00 |
|----------------------|-----------|

| | |
|------------------------------|-----------|
| <i>Planning & Zoning</i> | 52,600.00 |
|------------------------------|-----------|

| | |
|-------------------------------|-----------|
| <i>Parks & Recreation</i> | 29,200.00 |
|-------------------------------|-----------|

Other:

| | |
|---------------------|------------|
| <i>Debt Savings</i> | 758,000.00 |
|---------------------|------------|

| | |
|---------------------------|------------|
| <i>Reserve by Council</i> | 345,100.00 |
|---------------------------|------------|

| | |
|-----------------------------|-----------|
| <i>Edmunds-No Final Pmt</i> | 61,000.00 |
|-----------------------------|-----------|

| | |
|---|---------------------|
| <i>Total Identified Expenditure Savings</i> | 2,982,300.00 |
|---|---------------------|

Revenue & Expenditure Summary – Modified Accrual Basis

| <i>General Fund - FY20 Net Change in Undesignated Fund Balance</i> | |
|---|--------------------------------|
| <i>Revenue</i> | 26,064,152 |
| <i>Expenditures</i> | <u>(23,160,109)</u> |
| <i>Excess of Revenues over Expenditures</i> | 2,904,043 |
| | |
| <i>Restricted Fund Balance:</i> | |
| <i>VDOT Projects</i> | (20,195) |
| <i>Recommended Commitments:</i> | |
| <i>Grant Carry Overs:</i> | |
| <i>PSAP</i> | (69,000) |
| <i>Byrne Justice Assistance Grant</i> | (4,740) |
| <i>Parks & Recreation-Opportunity Grant</i> | (3,774) |
| <i>Parks & Recreation -GGP Grant</i> | (3,317) |
| <i>Fire & Rescue-SoCo EMS</i> | (150,541) |
| <i>Financial Software ERP Carryover</i> | (61,035) |
| <i>Debt - Refinancing Svgs</i> | (758,010) |
| <i>Operational Carryovers:</i> | |
| <i>Fire & Rescue</i> | (90,673) |
| <i>Police</i> | (34,125) |
| <i>E911</i> | (44,078) |
| <i>Animal Control</i> | (5,100) |
| <i>Community Development</i> | (49,000) |
| <i>Parks & Recreation</i> | (36,430) |
| <i>FY21 Appropriation for 2% COLA</i> | <u>(135,000)</u> |
| | <u><u>(1,465,018)</u></u> |
| | |
| <i>Increase in Undesignated Fund Balance, FY20</i> | <u><u>1,439,025</u></u> |
| | |
| <i>General Fund Balance Policy Evaluation</i> | |
| <i>FY 19-20 Revised Budget</i> | \$ 26,325,855 |
| <i>Percentage of General Fund Balance</i> | 23.76% |
| | |
| <i>Minimum Balance Needed for 15% Policy Compliance</i> | \$ 3,948,878.25 |
| <i>Amount In Excess of Policy Minimum</i> | \$ 2,306,052 |

General Fund Revenue – Prior Year Comparison – Modified Accrual Basis

| General Fund Account Description | FY19 Revenue Thru 6.30.19 | FY20 Budgeted Revenue | FY20 Revenue Thru 6.30.20 | FY20 Balance/Excess/Deficit | % Realized | Prior Year Variance Good (Bad) |
|--|---------------------------|-----------------------|---------------------------|-----------------------------|------------|--------------------------------|
| REAL PROPERTY TAXES | 5,394,876 | 6,055,769 | 6,035,687 | (20,082) | 99.67% | 640,812 |
| PUBLIC SERVICE CORPORATION TAXES | 79,375 | 80,150 | 84,522 | 4,372 | 105.46% | 5,147 |
| PERSONAL PROPERTY TAXES | 1,672,661 | 1,577,200 | 1,697,633 | 120,433 | 107.64% | 24,972 |
| MACHINERY & TOOLS TAXES | 19,483 | 20,600 | - | (20,600) | - | (19,483) |
| PENALTIES AND INTEREST | 143,110 | 139,000 | 153,972 | 14,972 | 110.77% | 10,861 |
| OTHER LOCAL TAXES | 1,896,306 | 1,983,000 | 1,946,296 | (36,704) | 98.15% | 49,989 |
| UTILITY TAXES | 570,823 | 566,000 | 570,368 | 4,368 | 100.77% | (455) |
| BUSINESS LICENSE TAXES | 959,312 | 940,500 | 1,035,797 | 95,297 | 110.13% | 76,484 |
| MOTOR VEHICLE LICENSES | 184,638 | 208,700 | 184,548 | (24,152) | 88.43% | (90) |
| BANK STOCK TAXES | 51,751 | 59,000 | 41,397 | (17,603) | 70.16% | (10,355) |
| TAXES ON RECORDATION AND WILLS | 50,183 | 42,000 | 68,487 | 26,487 | 163.06% | 18,304 |
| CIGARETTE TAXES | 300,133 | 356,263 | 359,057 | 2,794 | 100.78% | 58,924 |
| LODGING TAXES | 148,234 | 160,000 | 133,484 | (26,516) | 83.43% | (14,750) |
| MEALS TAX | 1,478,018 | 1,522,500 | 1,531,440 | 8,940 | 100.59% | 53,422 |
| PROBATE TAXES | 1,466 | 1,500 | 2,188 | 688 | 145.89% | 723 |
| PERMITS AND OTHER LICENSES | 221,676 | 167,420 | 222,025 | 54,605 | 132.62% | 348 |
| FINES AND FORFEITURES | 32,044 | 25,700 | 26,129 | 429 | 101.67% | (5,915) |
| REVENUE FROM USE OF MONEY | 1,130 | 1,000 | 1,839 | 839 | 183.92% | 709 |
| REVENUE FROM USE OF PROPERTY | 331,742 | 262,201 | 249,463 | (12,738) | 95.14% | (82,279) |
| CHARGES FOR CURRENT SERVICES | 11,988 | 11,100 | 10,982 | (118) | 98.94% | (1,006) |
| CHARGES FOR OTHER PROTECTION | 558,906 | 567,100 | 517,253 | (49,847) | 91.21% | (41,653) |
| MISC BILLING SERVICES | 2,863 | - | 2,394 | 2,394 | - | (469) |
| CHG FOR SANITATION & WASTE REMOVAL | 13,396 | 9,900 | 7,772 | (2,128) | 78.51% | (5,624) |
| CHARGES FOR ADMIN-FUNDS | 1,209,746 | 1,247,353 | 1,247,353 | - | 100.00% | 37,607 |
| RECREATIONAL FEES | 3,891 | 4,000 | 3,452 | (548) | 86.30% | (439) |
| MISCELLANEOUS | 1,720,731 | 1,641,882 | 1,606,334 | (35,548) | 97.83% | (114,397) |
| RECOVERED COSTS | 439,819 | 1,702,113 | 1,624,983 | (77,130) | 95.47% | 1,185,164 |
| NON-CATEGORICAL AID STATE | 1,582,871 | 1,591,797 | 1,570,025 | (21,772) | 98.63% | (12,846) |
| SHARED EXPENSES | 189,752 | 187,200 | 198,030 | 10,830 | 105.79% | 8,278 |
| CATEGORICAL AID - STATE | 2,756,881 | 2,786,878 | 2,771,071 | (15,807) | 99.43% | 14,191 |
| CATEGORICAL AID -FEDERAL GOVERNMENT | 212,278 | 190,984 | 209,696 | 18,712 | 109.80% | (2,582) |
| FUNDS TRANSFERS | 1,725,421 | 1,949,926 | 1,949,926 | - | 100.00% | 224,505 |
| CANCEL REVENUES | 45 | - | 548 | 548 | - | 503 |
| General Fund Revenue Pre-Adjusted Total | 23,965,551 | 26,058,736 | 26,064,153 | 5,417 | | 2,098,602 |
| APPROPRIATED FUND BALANCE BY COUNCIL | - | 267,089 | - | | | |
| General Fund Revenue Total | 23,965,551 | 26,325,825 | 26,064,153 | 5,417 | | 2,098,602 |

General Fund Expenditures – Prior Year Comparison – Modified Accrual Basis

| General Fund Department | FY19 expenditures Thru 6.30.19 | FY20 Budgeted Expenditures | FY20 Expenditures Thru 6.30.20 | FY20 Balance/Excess/Deficit | % Expended | Prior Year Variance Good (Bad) |
|--|--------------------------------|----------------------------|--------------------------------|-----------------------------|------------|--------------------------------|
| **CITY COUNCIL ** | 148,330 | 156,568 | 153,933 | 2,635 | 98.3% | (5,603) |
| CITY MANAGER ***** | 235,642 | 243,827 | 223,747 | 20,080 | 91.8% | 11,894 |
| CITY ATTORNEY ***** | 151,789 | 233,372 | 188,629 | 44,743 | 80.8% | (36,840) |
| MANAGEMENT SERVICES & HR***** | 88,332 | 209,403 | 189,032 | 20,371 | 90.3% | (100,700) |
| COMMISSIONER OF THE REVENUE ***** | 276,706 | 321,144 | 308,835 | 12,310 | 96.2% | (32,129) |
| REAL ESTATE ASSESSOR ***** | 58,379 | 124,264 | 119,390 | 4,874 | 96.1% | (61,010) |
| CITY TREASURER ***** | 315,765 | 345,779 | 325,795 | 19,985 | 94.2% | (10,030) |
| ACCOUNTING ***** | 411,413 | 347,566 | 346,663 | 903 | 99.7% | 64,750 |
| PURCHASING & GENERAL SERVICES**** | 60,935 | 96,237 | 83,045 | 13,192 | 86.3% | (22,109) |
| UTILITY COLLECTIONS & BILLING ***** | 260,285 | 370,294 | 327,153 | 43,141 | 88.3% | (66,869) |
| INSURANCE ***** | 188,439 | 226,171 | 205,737 | 20,434 | 91.0% | (17,298) |
| INFORMATION TECHNOLOGY***** | 173,960 | 277,935 | 190,342 | 87,593 | 68.5% | (16,382) |
| BOARD OF ELECTIONS ***** | 124,487 | 153,122 | 139,093 | 14,029 | 90.8% | (14,606) |
| CIRCUIT COURT *** | 7,020 | 7,850 | 7,850 | - | 100.0% | (830) |
| GENERAL DISTRICT COURT *** | 16,155 | 55,100 | 38,316 | 16,784 | 69.5% | (22,161) |
| CLERK OF CIRCUIT COURT *** | 60,296 | 63,800 | 63,800 | - | 100.0% | (3,505) |
| SHERIFF'S OFFICE *** | 200,646 | 201,365 | 201,365 | - | 100.0% | (719) |
| DISTRICT COURT SERVICE *** | 68,034 | 106,408 | 88,933 | 17,475 | 83.6% | (20,899) |
| COMMONWEALTH'S ATTORNEY *** | 65,093 | 66,054 | 66,054 | - | 100.0% | (961) |
| WESTERN TIDEWATER REGIONAL JAIL** | 948,013 | 948,013 | 948,013 | - | 100.0% | - |
| POLICE *** | 2,997,544 | 3,032,919 | 2,806,473 | 226,446 | 92.5% | 191,071 |
| E - 911 ***** | 826,132 | 875,597 | 691,888 | 183,709 | 79.0% | 134,244 |
| EMERGENCY MANAGEMENT SERVICES *** | 2,363,563 | 3,645,888 | 3,168,720 | 477,168 | 86.9% | (805,156) |
| BUILDING INSP & CODE ENFORCEMENT*** | 490,013 | 564,794 | 513,371 | 51,423 | 90.9% | (23,358) |
| ANIMAL CONTROL***** | 72,519 | 87,208 | 66,066 | 21,142 | 75.8% | 6,453 |
| PUBLIC WORKS-STREET MAINTENANCE***** | 1,146,821 | 1,308,621 | 996,752 | 311,869 | 76.2% | 150,069 |
| PUBLIC WORKS-SNOW REMOVAL***** | 5,632 | 15,000 | 2,350 | 12,650 | 15.7% | 3,281 |
| PUBLIC WORKS-GARAGE***** | 242,716 | 215,478 | 184,478 | 31,000 | 85.6% | 58,239 |
| BUILDING MAINTENANCE-GENERAL***** | 707,841 | 827,645 | 623,108 | 204,538 | 75.3% | 84,733 |
| BUILDING MAINTENANCE-CITY HALL**** | 217,102 | 234,573 | 199,884 | 34,688 | 85.2% | 17,218 |
| BLDG MAINTENANCE-SOC SERVICES**** | 157,264 | 99,802 | 82,058 | 17,744 | 82.2% | 75,206 |
| BUILDING MAINTENANCE-HEALTH DEPT*** | 24,094 | 35,073 | 28,273 | 6,800 | 80.6% | (4,179) |
| HEALTH DEPARTMENT***** | 110,000 | 110,000 | 110,000 | - | 100.0% | - |
| MENTAL HEALTH***** | 35,958 | 36,958 | 36,958 | - | 100.0% | (1,000) |
| CHILDREN'S CENTER***** | 592,177 | 634,243 | 634,243 | - | 100.0% | (42,066) |
| RECREATION***** | 366,236 | 422,518 | 323,057 | 99,461 | 76.5% | 43,179 |
| CEMETERIES***** | 46,956 | 61,000 | 46,324 | 14,676 | 75.9% | 632 |
| SENIOR CITIZENS TITLE III *** | - | 6,659 | - | 6,659 | 0.0% | - |
| SENIOR CITIZENS NUTRITION *** | 33,367 | 38,542 | 7,146 | 31,396 | 18.5% | 26,221 |
| LIBRARY***** | 333,489 | 318,880 | 305,759 | 13,122 | 95.9% | 27,730 |
| PLANNING AND ZONING**** | 274,021 | 319,340 | 252,065 | 67,275 | 78.9% | 21,956 |
| BEAUTIFICATION COMMISSION **** | 6,989 | 18,519 | 5,192 | 13,327 | 28.0% | 1,797 |
| DOWNTOWN DEVELOPMENT ***** | 105,931 | 74,887 | 73,897 | 990 | 98.7% | 32,034 |
| PAYMENTS TO SOUTHAMPTON COUNTY *** | 673,930 | 716,728 | 716,728 | - | 100.0% | (42,798) |
| NON-DEPARTMENT MISCELLANEOUS*** | 72,850 | 6,600 | 5,929 | 671 | 89.8% | 66,921 |
| TRANSFERS***** | 7,627,797 | 7,720,107 | 7,063,666 | 656,440 | 91.5% | 564,131 |
| General Fund Expenditure Pre-Adjusted Total | 23,390,661 | 25,981,852 | 23,160,109 | 2,821,743 | | 230,552 |
| RESERVED BY COUNCIL | - | 345,096 | - | 345,096 | | |
| General Fund Expenditure Pre-Adjusted Total | 23,390,661 | 26,326,948 | 23,160,109 | 3,166,839 | | 230,552 |



HIGHLIGHTS – ENTERPRISE FUNDS

For the period ending June 30, 2020

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending June 30, 2020.

The report contains provisions for revenue and expenditure accruals.

- Reflects 12 months of revenue & expenditures – full accrual basis of accounting.

Financial Report presentation is consistent with the department's objectives to:

- Report timely, relevant, understandable and accurate financial data
- Promote accountability through monitoring, assessment and reporting.

Airport Operating Fund

Revenue Analysis

Fuel sales and airport rental fees are below target with 68% of budgeted realized. Total revenues for the fund are at below target with 97% of budget realized.

Expense Analysis

Expenses in the fund are below target with 84% of budget expended (net of transfers and depreciation).

Cash Balance

Cash balance in the Airport Operating & Capital Fund is \$5,439.

Water & Sewer Operating Fund



- **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$3.3m at the end of the period is below target at 93% of budget and is comparable to prior year period collections.

- **Expense Analysis**

- Expenses in the fund are \$1.7m and below target at 87% (net of transfers, debt service and depreciation). Expenses are \$128k lower than prior year in the water division due to well operation maintenance; \$97k lower than prior year in the sewer division due to reduced sewer clean out expenses; and \$130k higher than prior year in the wastewater division treatment plant supply expenses.

Water & Sewer Fund - Operating & Capital Cash Balance

- Cash balance - \$1,644,502

| Month | FY 18-19 | FY 19-20 |
|-----------|--------------|--------------|
| July | \$ 1,270,905 | \$ 1,410,586 |
| August | \$ 1,299,941 | \$ 1,482,420 |
| September | \$ 1,532,163 | \$ 1,334,351 |
| October | \$ 1,589,778 | \$ 1,379,217 |
| November | \$ 1,635,493 | \$ 1,599,327 |
| December | \$ 1,634,637 | \$ 1,660,600 |
| January | \$ 1,340,036 | \$ 1,360,730 |
| February | \$ 1,370,209 | \$ 1,357,651 |
| March | \$ 1,444,702 | \$ 1,454,808 |
| April | \$ 1,538,057 | \$ 1,609,358 |
| May | \$ 1,638,056 | \$ 1,743,265 |
| June | \$ 1,382,555 | \$ 1,644,502 |

Solid Waste Fund

Revenue Analysis

Revenue for the Solid Waste Fund is slightly above target with revenue at \$1.3m or 102% of budget and is \$31k higher than prior year period collections.

Expense Analysis

Expenses in the fund at \$791k are below target with 79% of budget expended (net of depreciation, transfers and debt service) and is \$95k higher than prior year expenses.

Cash Balance

Cash balance in the Solid Waste Operating & Capital Fund is \$622,099.

Solid Waste Fund – Operating & Capital Cash Balance

Cash balance - \$622,099

| Month | FY 18-19 | FY 19-20 |
|-----------|-----------|-----------|
| July | \$226,627 | \$399,753 |
| August | \$238,139 | \$426,513 |
| September | \$250,455 | \$396,737 |
| October | \$240,796 | \$439,368 |
| November | \$255,153 | \$491,141 |
| December | \$282,542 | \$497,577 |
| January | \$292,126 | \$537,559 |
| February | \$311,695 | \$554,955 |
| March | \$319,666 | \$572,264 |
| April | \$336,760 | \$554,415 |
| May | \$353,560 | \$561,279 |
| June | \$347,629 | \$622,099 |

Electric Operating Fund

• Revenue Analysis

- Revenue from energy sales at \$14.3m is slightly below target at 93.9% of budget; below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

| Account Description | FY19 Actual June 30 | FY20 Budget | FY20 Actual June 30 | % Realized |
|-------------------------------------|---------------------------|----------------|---------------------------|------------|
| Sale of Electricity -Fuel Adj | \$ 1,472,092 | \$ 1,221,787 | \$ 850,248 | 69.6% |
| Sale of Electric Energy-Residential | 8,036,143 | 8,177,058 | 7,934,627 | 97.0% |
| Sale of Electricity-Commercial | 5,847,444 | 5,986,262 | 5,671,808 | 94.7% |
| Cycle & Save | (118,855) | (119,100) | (118,377) | 99.4% |
| | \$ 15,236,824 | \$ 15,266,007 | \$ 14,338,306 | 93.9% |

• Expense Analysis

- Expenses associated with the sale of energy for the fiscal year was \$11.1m and is below budget at 84.1% of the total budget (net of depreciation, transfers and debt service).

ELECTRIC FUND - OPERATING & CAPITAL CASH ANALYSIS

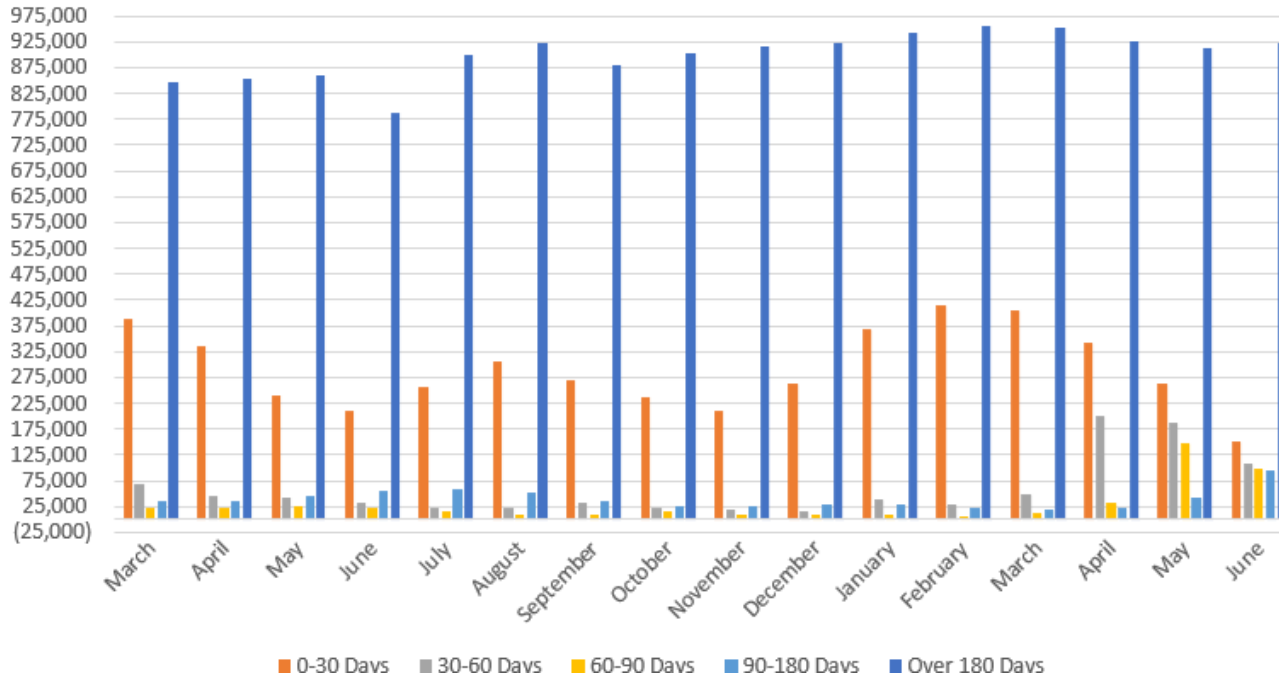
| | FY 2014-2015 | FY 2015-2016 | FY 2016-2017 | FY 2017-2018 | FY 2018-2019 | FY 2019-2020 |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|
| 7/31 | \$ 957,000 | \$ 724,794 | \$ 276,984 | \$ 1,421,109 | \$ 3,074,620 | \$ 5,429,626 |
| 8/31 | \$ 1,095,099 | \$ 774,246 | \$ 453,148 | \$ 1,127,645 | \$ 3,531,450 | \$ 5,025,518 |
| 9/30 | \$ 1,220,000 | \$ 942,197 | \$ 729,003 | \$ 1,431,729 | \$ 3,528,504 | \$ 4,967,485 |
| 10/31 | \$ 1,273,878 | \$ 956,592 | \$ 822,659 | \$ 2,165,716 | \$ 3,745,667 | \$ 5,036,687 |
| 11/30 | \$ 1,327,621 | \$ 919,275 | \$ 922,617 | \$ 2,257,635 | \$ 3,900,663 | \$ 5,020,008 |
| 12/31 | \$ 1,284,717 | \$ 788,629 | \$ 791,600 | \$ 2,121,184 | \$ 3,888,745 | \$ 5,048,156 |
| 1/31 | \$ 1,004,954 | \$ 322,369 | \$ 554,258 | \$ 1,745,487 | \$ 3,823,684 | \$ 4,972,661 |
| 2/28 | \$ 805,356 | \$ 366,352 | \$ 644,526 | \$ 1,712,725 | \$ 4,073,328 | \$ 5,084,727 |
| 3/31 | \$ 881,641 | \$ 502,204 | \$ 888,414 | \$ 2,134,253 | \$ 4,364,455 | \$ 5,328,462 |
| 4/30 | \$ 906,867 | \$ 474,040 | \$ 970,688 | \$ 2,328,448 | \$ 4,483,132 | \$ 5,337,317 |
| 5/31 | \$ 968,713 | \$ 448,880 | \$ 990,559 | \$ 2,648,506 | \$ 4,672,671 | \$ 5,399,142 |
| 6/30 | \$ 842,112 | \$ 343,328 | \$ 807,485 | \$ 2,823,097 | \$ 4,690,508 | \$ 5,640,171 |

Cash in the Electric Fund at \$5,640,171 increased by \$241,028 from the prior month period.

Policy Evaluation:

Cash is above minimum policy guideline of \$1.494 million by \$4.1 million.

Electric Accounts Receivable (including Penalties)
Aged Report Chart



The receivables in the 1st four groups are serviced by the Utility Billing Department. The receivables in the “Over 180 days” group are inactive receivables and are serviced by the City Treasurer’s Department.



*Office of the City Manager
Amanda C. Jarratt*

September 9, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Confederate Monument Memorial Park

Background Information

Earlier this year Governor Ralph Northam, signed a law allowing individual localities to remove, relocate or contextualize Confederate statues and monuments within their communities. Localities can begin using these powers starting July 1, 2020. Prior to removing, relocating, contextualizing, or covering any such publicly owned monument or memorial, the local governing body shall publish notice of such intent in a newspaper having general circulation in the locality. The public notice ran on July 29, 2020 in the Tidewater News. After the completion of the hearing, the governing body may vote whether to remove, relocate, contextualize, or cover the monument or memorial. If the governing body votes to remove, relocate, contextualize, or cover the monument or memorial, the local governing body shall first, for a period of 30 days, offer the monument or memorial for relocation and placement to any museum, historical society, government, or military battlefield. The local governing body shall have sole authority to determine the final disposition of the monument or memorial.

A locality may, prior to initiating the provisions of subsection B, petition the judge of a circuit court having jurisdiction over the locality for an advisory referendum to be held on the question of the proposal to remove, relocate, contextualize, or cover any monument or memorial located on the locality's public property. Upon the receipt of such petition, the circuit court shall order an election to be held thereon at a time that is in conformity with § 24.2-682. The ballots shall be prepared, distributed, and voted, and the results of the election shall be ascertained and certified, in the manner prescribed by § 24.2-684.

The governing body may appropriate a sufficient sum of money out of its funds to complete or aid in the erection, removal, relocation, contextualizing, or covering of monuments or memorials to the veterans of such wars or conflicts, or any engagement of such wars or conflicts.

The required public hearing was held on August 24, 2020 at the Camp Community College Workforce Development Center.

Needed Action

Provide direction to staff on how to proceed.



*Office of the City Manager
Amanda C. Jarratt*

September 10, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Personnel Policies

Background Information

As you all are aware the City of Franklin's Personnel Policy is out of date and we are in the process of updating those policies. Attached for your review and consideration are the Tuition Reimbursement Policy and Telework Policy.

Needed Action

Consider adoption of the proposed Personnel Policies.

CITY OF FRANKLIN

EFFECTIVE DATE: 7/1/97

REVISION DATE: 10/1/20 (pending approval)

305 EDUCATION ASSISTANCE AND SKILL DEVELOPMENT PROGRAM

I. PURPOSE

The purpose of the Education Assistance and Skill Development Program is to provide reimbursement for employees to take course work that will encourage them to upgrade their performance in their current positions or will help them advance in their current career field. The program is available to employees who wish to voluntarily pursue educational advancement. It does not apply to courses or training that are required by the City of Franklin. It also does not cover professional licensing and professional development seminars. Any course, training, licensing or certification that is required by the City will be covered by travel and training funds within each department.

This program is contingent upon annual appropriation of funds and is subject to change at any time. If budgeted funds are exhausted for the year, educational assistance stops prospectively until funding is refreshed. No funds shall be committed for which no appropriation exists.

II. RESPONSIBILITIES

- A. The Director of Human Resources administers the education assistance and skill development program.
- B. The City Manager will approve or disapprove all requests for educational assistance under the program.
- C. The Department Head/Supervisor is responsible for reviewing the request and ensuring that the course is directly related to the employee's career field and eligibility for refund.
- D. Employees are responsible for initiating the education assistance and skill development program process and complying with all terms as stated in this policy and the education assistance and skill development agreement. Failure to do so will result in non-payment by the City or forfeiture of the education assistance and skill development benefits.

III. DEFINITIONS

A. "Accredited Institution" is defined as a college or university accredited by an accrediting agency or state agency nationally recognized by the U.S. Secretary of Education or the Council on Higher Education Reimbursement. A listing of nationally recognized accrediting agencies can be found at www.ed.gov.

B. "Education Assistance and Skill Development Application" is defined as the application which is to be submitted upon completion of coursework with proof of grade attainment or program completion (Form 305A).

C. "Educational Reimbursement" is defined as financial aid received from other sources, including (but not limited to) non-City government agencies, organizations, businesses, or associations that award scholarships, internships, grants and/or veterans' benefits (e.g., GI Bill).

D. "Involuntary Separation" is defined as dismissal from employment including disciplinary termination, reduction in force (RIF), and separation for failure or inability to meet essential job requirements (e.g., loss of driver's license for positions that require driving, medical disqualification from performing essential job functions).

E. "Voluntary Separation" is defined as departure from employment due to resignation or retirement.

IV. ELIGIBILITY

A. Full-time employees, whose salaries are administered by the City's compensation plan, and who have completed one (1) year of continuous service and worked 2,080 hours as of the date their course starts.

B. Part-time employees, whose wages are administered by the City's compensation plan, and who have completed two (2) years of continuous service and worked 2,080 hours as of the date their course starts.

C. All employees appointed by the City Council or the City Manager; and Constitutional Officers' employees but excluding members of boards and commissions.

D. Employees must have demonstrated satisfactory performance or better to qualify for the program.

E. An employee who is serving an extended probationary period due to performance or conduct concerns will not be eligible to participate in the program.

V. GENERAL PROVISIONS

A. Under this policy, the City of Franklin will provide reimbursement to an eligible employee who has completed coursework in a degree-seeking program, skills development program, or professional certification program.

B. The maximum award levels during the fiscal year are as follows:

| Education Type | Amount |
|---|----------|
| Associate Degree | \$1,275 |
| Undergraduate Degree | \$1,600 |
| Graduate/Post-Graduate Degree | \$2,125 |
| Skills Development/Professional Certification | \$750.00 |

C. During each fiscal year, the amount awarded to all qualifying applicants will be contingent on funds that are appropriated towards this program.

D. Applications for course approval will be accepted on a rolling basis.

E. All applications will be reviewed, and applicants will receive notification whether their request was approved or disapproved.

F. Conferences, seminars, and workshops that award continuing education credits (CEUs) will not be paid through this program. Departments are encouraged to support professional development opportunities in their annual budgets.

VI. PROGRAM TYPES

A. Degree Program

1. The eligible employee must be enrolled in a nationally accredited institution, college, or university and pursuing coursework that leads to the attainment of an associate's, bachelor's, or graduate/post-graduate degree.
2. The eligible employee must provide a copy of the course/program requirements upon submission of the education and skills development program application.
4. Tuition reimbursement shall not exceed \$1,275 for an associate's degree, \$1,600 for an undergraduate degree, and \$2,125 for graduate and/or post-graduate degree per person, per fiscal year.

B. Skills Development Program

1. The eligible employee will be registered or enrolled in a skills development program with the primary intention of pursuing a professional certificate or license.
2. A skills development preparatory course is a course or series of courses in which an individual learns the fundamentals of the certification/license area before taking a certificate/licensing examination. In order to be reimbursed for a skills development preparatory course, the course must be taken within the same fiscal year as the certification/licensing exam. The employee must pass the certification/licensing exam to be reimbursed for the preparatory course, as well as the certification/license.
3. Reimbursement will not exceed \$750 per person, per fiscal year. This can include the cost of application and examination fees.
4. Recertification and/or license renewal is not covered under this policy.

VII. REIMBURSEMENT

A. Tuition costs will be paid initially by the employee. To receive reimbursement for approved course(s), the employee must request pre-approval prior to the start date.

B. Each course, degree program, and/or class must be related to the employee's present position with the City as determined by the employee's supervisor and approved by the Director of Human Resources.

Employees must earn a grade of "C" or better ("pass" in pass/fail courses) and a "B" or better for graduate courses to be eligible for reimbursement.

Reimbursement will be 100% for an A or B and 50% for a C for undergraduate courses. Graduate courses will only be reimbursed with attainment of an A or B, and will be reimbursed at 100%.

F. In order to be reimbursed for a skills development program, the employee must pass any examination that is necessary in attaining the professional certification or license.

G. Unless otherwise approved by the City Manager or in accordance with the Educational Leave policy #503 all courses must be attended outside the employee's scheduled work hours. The City will not consider the time spent taking the course or any associated study/research time as compensable work time, unless otherwise directed by the employee's department head with prior approval of the Director of Human Resources.

H. If an employee receives funding to assist with the cost of tuition from other sources such as grants, scholarships, stipends, fellowships, (excluding student loans) the City will assist with the difference of any remaining tuition cost.

I. Reimbursement will be for tuition only. Textbooks, learning aids, materials, university fees, lab fees, technology fees, online or technology fees, parking fees or activity fees or any other expenses incurred will not be eligible for reimbursement.

J. All courses should be taken outside of the employee's scheduled work hours, unless otherwise approved by the City Manager (or designee) or in accordance with the Educational Leave policy #503.

VIII. APPLICATION

1. Employees must submit a completed Education Assistance application to seek pre-approval up to fourteen (14) days prior to the start date of the course. Courses should be for the current semester and/or block. Incomplete applications may be subject to denial.
2. If the request is recommended for approval, the supervisor or department head will grant preliminary approval.
3. The application along with a detailed account summary showing the course(s) and tuition charges will be submitted by the employee for review and approval by Human Resources (HR) and the City Manager. HR and the City Manager will verify that the application meets the established guidelines of the educational assistance program policy, the employee has not exceeded his/her individual funds for the fiscal year, and the City's annual allotment.
4. After submitting the completed pre-approval request, the employee will be notified regarding the pre-approval status. If pre-approved, the employee may proceed to complete the course. If the request is not approved, the reason will be provided to the employee. The employee will receive notification regarding pre-approval from HR within one (1) week of receipt.

IX. PROCESSING REIMBURSEMENT PAYMENTS

Upon completion of the course(s), the employee shall submit a request for reimbursement to HR. All requests for reimbursement must be accompanied by evidence of successful completion.

A. For degree programs, an employee must submit a copy of the final grade(s) and a copy of the receipt for tuition payment to HR within thirty (30) calendar days after completion of an approved course.

B. For skills development, an employee must submit to HR within thirty (30) calendar days, documentation that clearly demonstrates a passing score or attainment of the professional certification or license, and a receipt reflecting payment of the certification or license cost.

C. Within fourteen (14) calendar days of receiving the appropriate payment receipts and satisfactory grade/passing score/attainment of certification/license, HR staff will submit documentation to the Finance Department for payment.

D. Within fourteen (14) calendar days of receipt of approved documentation from HR, the Finance Department will forward the approved reimbursement payment to the employee. If the course is not successfully completed in accordance with policy, the employee will be notified via email regarding the status of the reimbursement request.

Reimbursement will not be made for any courses that did not receive pre-approval.

X. REPAYMENT

A. All employees receiving reimbursement under this program will be obligated to remain in the employ of the City for a minimum of one (1) year following completion of the course work for which the reimbursement was obtained.

B. Employees resigning from City employment prior to expiration of this period will reimburse the City for refunds received through deductions from their final paycheck and/or cash settlement.

C. In the event an employee voluntarily or involuntarily separates from the City, the employee is responsible for the repayment of the reimbursement or advancement as outlined in the table below:

| Separation Date Repayment from the City | Amount |
|---|--------|
| 1-90 calendar days of reimbursement | 100% |
| 91-180 calendar days of reimbursement | 75% |
| 181-270 calendar days of reimbursement | 50% |
| 271-365 calendar days of reimbursement | 25% |
| 366 + calendar days of reimbursement | 0% |

D. Repayment will not be required if the employee is subject to a reduction in force (RIF); in the event of an employee's death; due to the serious illness/injury of the employee; or due to the serious illness/injury of an employee's immediate family member.

E. Repayment may be waived with proper documentation of serious illness/injury of the employee or employee's immediate family member.

XI. TAXES

Employees should consult with a tax professional to determine whether reimbursement is considered income and may be subject to taxation.

Approved:

Amanda Jarratt, City Manager

Signed: _____ Date: _____



FORM 305A EDUCATION ASSISTANCE AND SKILL DEVELOPMENT PROGRAM APPLICATION

SECTION I: APPLICANT INFORMATION

Name: _____ Home Address: _____
 Department: _____ Title/Position: _____
 Best Phone#: _____ Email Address: _____

SECTION II: PROGRAM INFORMATION

| | | | | |
|----------------------|--|---|--|--|
| Name of Institution: | | Degree sought (if applicable) | | |
| Title of Course(s): | | If credit course, number of semester hours: | | If non-credit course, number of clock hours: |
| Begin Date: | | End Date: | | |

SECTION III: EXPENSES

Tuition: \$_____ Fees: \$_____ Books/materials: \$_____ **Total cost \$**_____

Please note that funding received from other sources (i.e. scholarships, grants, veterans' benefits) is not eligible for reimbursement under the education assistance and skill development program.

SECTION IV: JUSTIFICATION

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

Development Objective (what long-term goal is this program/course intended to help you reach?):

Briefly state how this program is job related and will benefit you in the performance of your job.

CITY OF FRANKLIN

Effective: October 1, 2020 (pending approval)

Temporary Alternative Work Site/Telework Guidelines

I. PURPOSE

The purpose of the Temporary Teleworking policy is to provide a means to continue necessary City business during a situation as authorized by the City Manager. In the event of an emergency situation such as weather disaster or pandemic, the City of Franklin may allow or require employees to temporarily work from home to ensure operational continuity.

Affected employees will be advised of such requirements by their direct supervisor, manager, or department director. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

II. GUIDELINES AND EXPECTATIONS

Upon signing this agreement, the employee agrees to the abide by these guidelines and expectations:

1. I acknowledge responsibility for maintaining specific teleworking/telecommuting tasks and work hours as specified by my supervisor. I agree to remain accessible during designated work hours and understand that management retains the right to modify this agreement on a temporary basis as a result of business necessity.
2. I agree that, in general, the City will not pay for home office furnishings, computers, and related peripheral equipment including data or Internet services, or telephone services. Exceptions may be made by my department director or manager if appropriate funds have been budgeted, are available, and the expenditure is in the best interests of the City.
3. I understand that City equipment may be used for official business only. City of Franklin equipment is serviced and repaired only by City staff. The City of Franklin assumes no responsibility for employee-provided equipment and will not service or repair such equipment. I will be responsible for any damage to City-owned equipment if caused by my negligence or the negligence of any members of my household or guests. For further information, see the *Acceptable Use Policy*.

4. I agree to return City equipment, records, and materials upon termination of this agreement. I also agree to return any City equipment and documents within five (5) days if I am terminated from employment.
5. I agree to maintain consistency with the organization's expectations of information security for employees working in their office, and understand I will be expected to ensure the protection of proprietary City information accessible from my home office.
6. I agree to use City-owned equipment, records, and materials for purposes of City business only, and to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure. I agree to report to my supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
7. I understand that the City will not be responsible for damages or losses that occur to my equipment and real property as a result of my participation in a telecommuting arrangement. I acknowledge it is my responsibility to maintain appropriate insurance coverage to protect my equipment and property.
8. I agree to maintain a safe and secure work environment. I agree to allow the City access to the alternate work site to assess safety and security, upon reasonable notice.
9. I understand the provisions of the Workers Compensation Act apply to me if injured while performing official duties at the alternate work site. I agree to notify my supervisor immediately of any accident or injury that occurs at the alternate work site, and to comply with the City of Franklin policies covering on-the-job injuries.
10. I agree that all long distance charges incurred by me are my responsibility unless I have reached a prior agreement with my supervisor concerning how and by whom the charges will be paid.
11. I understand that should circumstances arise whereby I cannot work at the alternate work location, i.e., loss of electricity, home emergencies, etc., I must contact my supervisor and I may be required to report to my primary work location or applicable leave may be granted.
12. Unless other arrangements are made, I will be expected to attend all assigned office meetings related to the performance of my job and I understand that all meetings should be held in a virtual setting, until I receive notification otherwise.
13. I will abide by City policies, including the Ethical Standards and all other employee polices, especially those governing leave and overtime. Failure to obtain approval for leave and/or overtime may result in termination of the telecommuting arrangement, or other appropriate action.

14. I understand that the City may, at any time, change some or all of the conditions under which I am permitted to telecommute, or may withdraw permission or cancel participation in this program at any time, for any reason, including a decline in performance, misconduct, or if the arrangement becomes detrimental to the City's or department's needs.

15. I understand that the sole purpose of this agreement is to define the telework/alternative work site rules and that it does not constitute an employment contract.

IV. Procedures

- 1) Complete and sign the Temporary Telework Agreement Form (Form A)
- 2) Forward the completed form to the Department Head.
- 3) Telework will begin when the request is approved by the Department Head.
- 4) Forward the approved form to the Director of Human Resources for placement in the employee's personnel file.

V. Temporary Telework Agreement

Name: _____

Job Title/Department: _____

Status: Full-time Part-time FLSA status:

Temporary work address: _____

Employee work schedule: _____

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____ (or until further notice)

Employee signature: _____ Date: _____

Department Head signature: _____ Date: _____

Distribution: Employee and personnel file

Approved:

Amanda Jarratt, City Manager

Signed: _____ Date: _____



To: Amanda Jarratt, City Manager
From: Steve Patterson, Chief of Police
Ref: Proposed No Truck Ordinance
Date: August 31, 2020

The Franklin Police Department receives numerous complaints about trucks coming down Clay Street, Lee Street, and High Street apparently going through the city using the Route 58 Business route. This has been observed personally by me and it appears the trucks are cutting through these residential areas to get from Route 258 back over to 58 without going all the way out to 58 using 258.

With this proposed city ordinance, all trucks would be diverted from these streets unless making a delivery. Whereas now we have to follow a truck from one end of the city to the other to enforce a no through truck ordinance, if we delineate these streets as "No Trucks" we can stop them and determine whether they are making a delivery or not.

All trucks coming in from IOW would cross the bridge, make a left on South Mechanic Street, right on Elm Street, left on South Main Street, right on South Street, left on Pretlow Street back out to 58.

Trucks coming in from North High Street would make a right on Fairview Drive, left on Hunterdale Road and either turn right to go west on Clay Street or take North College Drive to either Armory Drive or South College Drive to South Street to turn right and head west to get back to 58.

Trucks coming in from Hunterdale Road would follow the above guidance for North High Street.

Trucks coming in from Armory Drive would have to turn off North or South at College Drive or stay on 58 and take the Pretlow Street exit or Papermill exit to get to downtown or Route 258 to Smithfield.

Trucks coming in from South Street would have to turn off at South College Drive or stay on 58 and take the Pretlow Street exit to get downtown or the Papermill exit to get to Route 258 to Smithfield.

The proposed ordinance is listed below.



Trucks and carriers operating on certain streets.

(a) It shall be unlawful for any person to operate, or cause to be operated, any "tractor truck" or "truck," as defined in Code of Virginia, § 46.2-100, except for the purpose of receiving loads or making deliveries, on the following streets:

- (1) Clay Street from North College Drive to West 4th Avenue.
- (2) North High Street from Fairview Dr. through South High Street.
- (3) Beamon Street, Lytton Street, Fontaine Street, Norfleet Street, Orchard Street, Lee Street, Ryland Street, Gardner Street, Gay Street, Charles Street, Vine Street.
- (4) East Street, North Mechanic Street, Middle Street, North Main Street, North Franklin Street, South Franklin Street, South Main Street from East 2nd Avenue to Elm Street.
- (5) East 2nd Avenue from Mechanic Street through West 2nd Avenue through Armory Drive to College Dr., East and West 5th Avenue, East and West 4th Avenue, East and West 3rd Avenue, East and West 1st Avenue, Bogart St., West Barrett Street, East and West Jackson Street, Bowers Road,
- (6) South Street from South College Drive to Pretlow Street.
- (7) Broad Street, Walnut Street, Chestnut Street, Elm Street, Birch Street, Sycamore Street, Magnolia Street, Ashton Avenue, Bolling Street, Lauren Street, Oak Street, Morton Street, Hayden Drive, Delk Street, Banks Street, Britt Street, Artis Street, Mariner Street, Virginia Street, Duffy Street, Holland Circle, West Circle, Oak Street.
- (8) Edwards Street, Grove Street, Pearl Street, Hall Street, Malita Street, Yeidee Street, Hall Street, Fair Street, Pine Street, Holly Street, Coll Springs Street, Bruce Street, Railroad Avenue, Wilson Street, Roosevelt Street, Rosewood Avenue, Maplewood Avenue, Madison Street, Washington Street, Stonewall Street, Redwood Avenue, Cobb Street, Bracy Street, Hogart Street, Harrison Street, Thomas Street, Johnson, Street, Amber Street,
- (9) Meadow Lane, Sycamore Road, Sunset Drive, Crescent Drive from Fairview Drive to North High Street, Forest Pine Road, Page Street, Carrie Drive, Wynnwood Drive, Homestead Road, Barristers Lane, McCutcheon Street, Park Circle, Ridge Road,



(b) This section does not apply to ~~shall not regulate~~ the use of any vehicle owned, operated by, or controlled by any fire, rescue or governmental agency.

State Law reference— Authority of city to adopt truck routes, Code of Virginia, § 46.2-1304



**DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING - BUILDING INSPECTIONS – ZONING**

To: Amanda Jarratt, City Manager
From: Beth Lewis, AICP, Community Development Deputy Director
Subject: Zoning Map Amendment (Rezoning)
Parcel 104-41-D
Date: August 2020

REQUEST

The applicant owns the above-referenced property. It is located on the west side of North College Drive, across College Drive from The Summit property and north of the Sheet Metal Products company, which is located in the former Winn Dixie building. The site totals approximately 5.287 acres. The property has a zoning designation of Conditional R-2, Residential. The designation was approved by the City Council in February 1990 to permit solely the development of a congregate care facility and senior-targeted multifamily development. None of the planned development has taken place. No other uses in the R-2 designation were permitted in that approval.

The current owner seeks a zoning map amendment to the previous designation of RO, One Family Residential district. He plans to construct one home for his family on the property. He owns the Sheet Metal Products company just to the south of this property.

The Comprehensive Plan notes this property as Medium Density Residential, in keeping with the current R-2 zoning designation and approved conditions. The property to the north and west are noted as Low Density Residential, while the property to the south, the location of the owner's sheet metal company, is noted as General Commercial. Across College Drive is the planned Summit multi-family residential development, noted on the Plan as Multi-Family Residential. No Plan amendment is required with the proposed RO zoning designation request; single family residences are permitted in the current Medium Density designation.

To the north and west, the properties have a zoning designation of RO, as is requested for the subject property. The Summit property has a zoning designation of R-3, Townhouse district, while the commercial area to the south has a zoning designation of B-3, General Commercial district. The zoning amendment to RO would bring this property into alignment with properties to the north and west as well as the proposed use of the property for one single family residence.

While this property is approximately 5.3 acres in size, the minimum lot size in the RO district is 40,000 square feet. This oversized parcel would permit the construction of the owner's home, while providing sufficient area to buffer the home from both the traffic and noise of College Drive as well as the commercial area to the south. While the approximately 650 feet of road frontage would permit the creation of four (4) RO lots, the applicant plans to construct one residence.

Public Works has been consulted regarding the request and its impact on City utility services. The only comment is the fact that a sanitary sewer main traverses the rear of the property, and water service is available along North College Drive.

PROFFERS

No proffers are included, as this request significantly reduces the potential impact on City utility services from the previous congregate care and senior living facility.

PUBLIC NOTICE

Notice has been properly advertised in accordance with Virginia Code Section 15.2-2204. Adjoining property owners both adjacent to the property and directly across the street have been properly notified.

STAFF COMMENTS

Strengths

- The proposed amendment will permit a local businessperson to build his residence adjacent to his place of business. The Sheet Metal Products company owner rehabilitated the former Winn Dixie grocery store into a thriving business, and the choice to now move his residence to the City is welcomed.
- The proposed single residence will generate a much smaller impact on City services, such as water/sewer/roads, than the previously-planned congregate living facility.

Weaknesses

- While the lower density reduces impacts on City services, it also generates less tax revenue.
- Housing and senior care facilities are often in short supply in communities, and this request removes the opportunity to construct such a facility.

RECOMMENDED ACTION:























1. Send an affirmative recommendation to City Council for the rezoning of the approximately 5.287-acre site from the current Conditional R-2, Residential district, to RO, One Family Residential district.

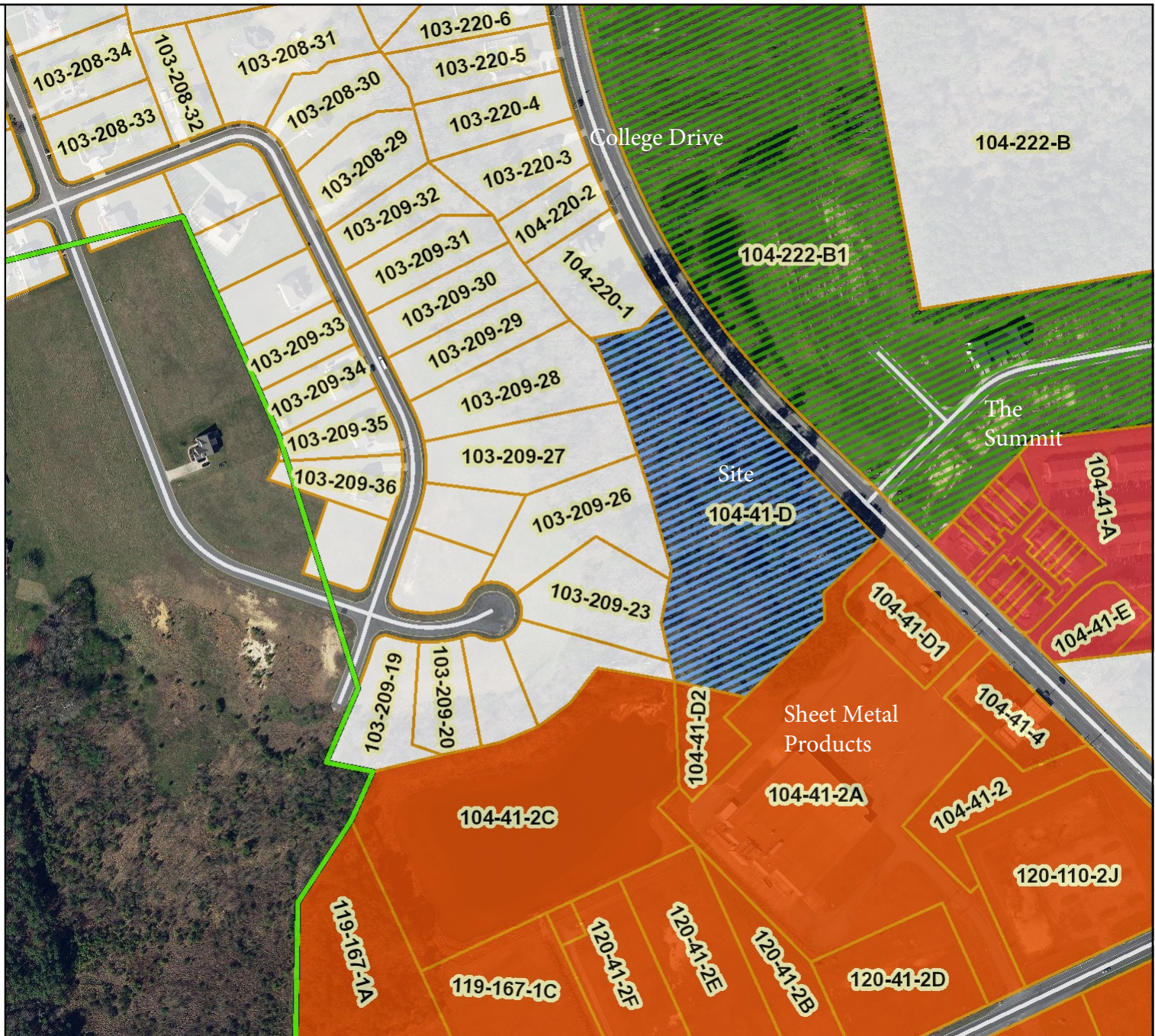
PLANNING COMMISSION ACTION:

At their August 27, 2020, regular meeting, the Planning Commission held a public hearing. No members of the audience spoke, although the owners were present. After a discussion of the positive impact the renovated Sheet Metal Products building has provided and a discussion of the positive and limited negative impacts of the request, the Commission made a recommendation of approval of the request.

City of Franklin, Virginia

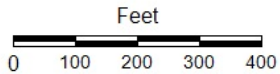
Legend

-  City Boundary
-  Parcels
-  Roads
- Zoning**
-  B-1
-  B-1 Conditional
-  B-2
-  B-3
-  B-3 Conditional
-  M-1
-  M-2
-  R-1
-  R-1A
-  R-1A Conditional
-  R-2
-  R-2 Conditional
-  R-3 Conditional
-  R-O
-  R-OA
-  R-OA Conditional
-  R-UR
-  RC
-  Landmarks



Title: 104-41-D

Date: 6/1/2020



DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Franklin is not responsible for its accuracy or how current it may be.



DEPARTMENT OF COMMUNITY DEVELOPMENT

PLANNING AND ZONING
207 WEST SECOND AVENUE
Franklin, Virginia 23851
(757) 562-8580 Fax 757-562-0870

CASE # RZ _____ - _____ **Application for Rezoning** DATE: _____

ALL APPLICATIONS MUST BE ACCOMPANIED BY NO LESS THAN 8 COPIES OF THE PROPOSAL.

PROJECT TYPE (s): Residential; Commercial; _____ Mixed Use; _____ Industrial _____

CURRENT ZONING: R-2 cond. PROPOSED ZONING: R-O CONDITIONAL: _____ YES; NO

For Conditional Rezoning please list all proffers under separate cover complete with a narrative of the proposal.

TOTAL ACRES: 5.287; PROPOSED # OF HOUSING UNITS: 1; # OF HOUSING UNITS PER ACRE: _____

% OF OPEN SPACE AREA FOR RECREATIONAL USE OR COMMUNITY FACILITIES SUCH AS WALKING PATHS, BIKE AND EXERCISE TRAILS, PLAYGROUNDS, SWIMMING POOLS, GYMNASIUMS, PLAYING FIELDS, TENNIS OR BASKETBALL COURTS, GARDENS, LANDSCAPED AREAS AROUND DWELLINGS AND OTHER BUILDINGS OR SIMILAR USES. _____ %.

Applicant Shy Jack Holdings LLC Phone Number 757-562-1986

Address 4102 Carrsville Hwy City Franklin State VA Zip 23851

CHECK ONE: _____ Design Professional; Owner; _____ Agent; _____ Contract Purchaser; _____

Owner Shy Jack Holdings LLC Phone Number 757-562-1986

Address 4102 Carrsville Hwy City Franklin State VA Zip 23851

GENERAL DESCRIPTION OF PROPOSED DEVELOPMENT; _____

1 residential dwelling map # 104-041 D

Enclosed: _____ Fiscal Impact Analysis: _____ Traffic Impact Analysis

PROJECT TITLE: _____ Design Professional: _____ Ph# _____

THE REZONING REQUEST MUST BE ACCOMPANIED BY THE APPROPRIATE FEE.

REZONING FEE: \$500 PLUS THE COST OF THE REQUIRED ADVERTIZING
CONDITIONAL REZONING \$600 PLUS THE COST OF THE REQUIRED ADVERTIZING

APPLICANT'S NAME (PRINT): Shy Jack Holdings LLC by: Ed Spivey, Jr.
APPLICANT'S SIGNATURE: [Signature] DATE: 4-3-2020

FOR OFFICE USE ONLY CHECKS ARE TO BE MADE PAYABLE TO: **TREASURER CITY OF FRANKLIN**

(Comments) _____
Submittal Received by: _____
Community Development Staff

Date Received: _____

Shy Jack Holdings, LLC

4102 Carrsville Hwy.
Franklin, Virginia 23851

April 3, 2020

Re: Rezoning map # 104 041 D

Dear Sir or Madam:

I would like to rezone 5.287 acres on N. College Drive from R-2 Conditional to R-0. I intend to build a single family residence for myself and family on this property.

The property is adjacent to my manufacturing business, Sheet Metal Products. The proximity makes it extremely convenient and allows me to keep a watch on the business property after hours.

History on R-2 Conditional zoning: Developer, H & M Corporation, at the public hearing on February 12, 1990, requested rezoning for "no more than sixty units in the congregate care facility; no more than twenty-four units in the apartment facility; no unit shall be larger than one-bedroom...." The property was rezoned as requested. In the past 30 years since this property was rezone no further action has been made to build on or improve the parcel.

I would be happy to answer any questions that you may have. You can contact me at 757-562-1986.








Sincerely,



Ed Spivey, Jr.
Shy Jack Holdings, LLC

City of Franklin, Virginia

Legend

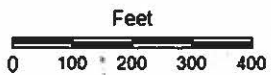
-  City Boundary
-  Parcels
-  Roads
-  Contours
-  Structures
-  Mains
-  Landmarks



Title: Shy Jack Holdings

Date: 4/9/2020

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Franklin is not responsible for its accuracy or how current it may be.





*Office of the City Manager
Amanda C. Jarratt*

September 8, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- The COVID-19 cases in the City of Franklin continue to increase. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control. We are working with the Virginia Department of Health to provide additional testing opportunities in the City in October.
- Please see the attached memo from Chief Patterson regarding the special disposition of several police vehicles through Enterprise. Staff would like to explore this venue of disposition in an effort to gain increased revenue for the City of Franklin. Previous methods have yielded very low return for the City.
 - Staff would request Council approve us to pursue this method in an effort to gain additional for the City.
- Staff was recently notified that there may be an opportunity to obtain a USDA grant for a new police car through the program that we have previously utilized. We were under the impression due to our high utilization of this program that we would not be eligible this year.
 - Staff would request that Council authorize staff to pursue these grant funds and formally accept them at a later date should they be awarded.
- City Council had recent discussions about the creation of a new position to further assist the City Manager.
 - In order to begin to formally recruit for this position staff would request Council to formally authorize an Assistant to the City Manager. A budget amendment to fund the salary for the position will be forthcoming once the position has been formally authorized by Council.
- Attached is the draft budget calendar for your review and consideration. This is a slightly different format than in years past. Please be prepared to provide guidance on how you all would like to conduct your budget retreat this year. This could be conducted on a later afternoon early evening during the week or an early morning until mid-day on a Saturday.

Community Events

- Franklin Cruise In has restarted on Wednesday afternoons with social distancing being strongly encouraged.
- National Night Out has been rescheduled for October 6, 2020 as a result of COVID-19. Due to the ongoing pandemic and increasing case numbers all activities associated with the evening will be virtual and prerecorded.



To: Amanda Jarratt, City Manager
From: Steve Patterson, Chief of Police
Ref: Council Consideration to Trade In Cars
Date: September 8, 2020

In the FY 21 budget the police department was allocated funds to lease two vehicles. In the discussions with Enterprise Leasing about the said lease, Enterprise advised that they could take our older vehicles as trade ins and potentially bring in higher cash values than the department has experienced at auction. Eddy Simon, who is our Enterprise Representative, provided me with the below list of what Enterprise believes they can obtain for the department in resale value. The prices below are worst case scenario and account for a \$400.00 per vehicle handling fee.

| Year | Make | Model | Mileage | Trade In Value |
|------|-----------|----------------|---------|---------------------|
| 2003 | Ford | Crown Victoria | 103292 | \$500.00 |
| 2005 | Chevrolet | Impala | 137861 | \$500.00-\$1000.00 |
| 2006 | Chevrolet | Trail Blazer | 153303 | \$1000.00-\$2000.00 |
| 2006 | Chevrolet | Impala | 99373 | \$1000.00-\$2000.00 |
| 2007 | Chevrolet | Impala | 119778 | \$1000.00-\$2000.00 |

While discussing this with Mr. Simon, it was realized that trade in could not be accomplished without City Council approval as stated in City of Franklin City Code 23.5-32, Sale of Surplus Property, as written below:

(a) The City Manager shall have the authority to dispose of as scrap any items of surplus, obsolete or worn out personal property not suitable for sale if the cost of storage and sale exceeds the value of such items. The City Manager shall have the authority to order a sale at public auction of any items of surplus, obsolete or worn out personal property suitable for sale if the cost of storage and sale is not expected to exceed the value of such items. Sales at public auction shall be held after at least 10 calendar days' notice in a newspaper of general circulation in the City and such other notice as is deemed advisable. [Amended 11-14-2011]

(b) The following persons may not purchase surplus City property at public auctions: The City Manager, department heads, their spouses or children.



(c) City Council may make special dispensation of individual items, if in its opinion, such dispensation is in the public interest.

From speaking with staff at the police department, surplus vehicles have never brought much money at auction. Based on conversations with Mr. Simon it is believed that more money will be obtained by letting Enterprise sell the vehicles. Any money earned from their sale can be applied to our lease agreement which would reduce our monthly payment.

Charles Butler, Fleet Management with the City of Franklin, was contacted about this option and advised he thought it was a great idea.

I am requesting City Council to make a one-time special dispensation to explore if the five vehicles listed above could be sold by Enterprise and more money obtained versus using a public auction.



FY 2021-2022 Budget Calendar

| <u><i>Dates Subject to Change</i></u> | Day | Action Item |
|---------------------------------------|------------|--|
| <i>November 2020</i> | TBD | <ul style="list-style-type: none"> • City Council Budget Retreat |
| <i>December 7, 2020</i> | Monday | <ul style="list-style-type: none"> • FY 2021-2022 Budget Requests Forms for Agencies Posted on City Webpage |
| <i>December 10, 2020</i> | Thursday | <ul style="list-style-type: none"> • Joint Budget Work Session #1 with School Board |
| <i>January 8, 2021</i> | Monday | <ul style="list-style-type: none"> • FY 2021-2022 Budget Requests Due from Agencies & Organizations |
| <i>January 15, 2021</i> | Friday | <ul style="list-style-type: none"> • FY 2021-2022 Proposed Department Budgets Requests Due to City Manager |
| <i>January 19-30, 2021</i> | Monday | <ul style="list-style-type: none"> • Management Budget Meetings with Dept. Directors |
| <i>January 25, 2021*</i> | Monday | <ul style="list-style-type: none"> • 6:00 P.M. Agencies & Organizations Budget Presentations |
| <i>February 22, 2021*</i> | Monday | <ul style="list-style-type: none"> • 7:00 P.M. - City Manager Presents Overview of Consolidated Budget Requests to City Council |
| <i>March 8, 2021*</i> | Monday | <ul style="list-style-type: none"> • 6:00 P.M. Budget Work Session with City Council |
| <i>March 15, 2021</i> | Monday | <ul style="list-style-type: none"> • FY 2021-2022 School Board Budget Submitted to City Manager |
| <i>March 22, 2021*</i> | Monday | <ul style="list-style-type: none"> • 6:00 P.M. Budget Work Session with City Council |
| <i>March 25, 2021</i> | Thursday | <ul style="list-style-type: none"> • Joint Budget Work Session #2 with School Board |
| <i>April 14, 2021</i> | Wednesday | <ul style="list-style-type: none"> • Release Advertisement for Public Hearing |
| <i>April 26, 2021*</i> | Monday | <ul style="list-style-type: none"> • 6:00 P.M. – Tentative Budget Work Session (as necessary) • 7:00 P.M. – Public Hearing(s) on the FY 2021-2022 Proposed Budget & City Council Considers Action on School Board Budget |
| <i>May 10, 2021*</i> | Monday | <ul style="list-style-type: none"> • City Council Considers Action on FY 2021-2022 Budget, Sets Tax Rates and Adopt Budget Resolutions |

*Denotes Regularly Scheduled City Council Meeting